

Approved September 26, 2019

Grace and Holy Trinity Cathedral
Minutes, Regular Meeting of the Vestry
Thursday, August 22, 2019

Members Present: The Very Rev. Evelyn Hornaday, Interim Dean; Paula Henderson Connors, Senior Warden; Jonathan Sternberg, Clerk; Phyllis Biddle; Sharon Cheers; Jeff Johnson; Kristen Ellis Johnson; Donna Knoell; Candy McDowell; Ron Michka; Richard Morse; Ryan Thomas.

Absent: Terri Curran, Junior Warden.

Others present: The Rt. Rev. Martin Field, Bishop of the Diocese of West Missouri; The Rev. Canon Christy Dorn; David Telep, Treasurer; Steve Moore, Chancellor; Robin Rusconi, Chair of the Personnel Committee; Julie Toma, Cathedral Administrator; Ken Stewart, guest.

The meeting was called to order at 5:30 p.m. in the Common Room. Mother Evelyn opened in prayer.

1. Presentation of Revised Employee Handbook

Robin Rusconi presented the Personnel Committee's proposed revised employee handbook for all Cathedral staff. She described the method by which it was created and prepared, including committee discussions and legal review. Vestry members asked questions about various proposed policies in the handbook and suggested changes, including clarifying salaried/non-exempt overtime payment, cellphone-use policy, and paid time off. As to salaried/non-exempt overtime payment, Candace McDowell proposed striking the entire last sentence in § 1.1 of the handbook beginning "If you are in ...", and changing the beginning of § 2.1.2 to "Non-exempt employees including salaried non-exempt employees are required to complete ...". The Vestry thanked Robin and the Personnel Committee for all their hard work in putting this together.

Jonathan Sternberg moved to trust the Personnel Committee to make the few changes that were suggested and approve the new handbook accordingly. Kristen Ellis Johnson seconded the motion. A brief discussion ensued. The motion passed by unanimous voice vote.

2. Dean Search

a. Conversation with Bishop Field

Bishop Field discussed the status of the Dean Search and where it is going from this point on. Soon, the Search Committee will be comfortable enough with the candidates to propose a few to the Vestry, which then will call one of them. The Bishop is setting dates to interview the final candidates, too, which he expects will be in September and will express his opinion to the Search Committee before anyone is proposed to the Vestry. He expects that this will occur in September, with the new Dean ultimately to be in place in November – that is, by the beginning of Advent if not a couple of weeks before then.

The Bishop expects only a couple of months at most between Mother Evelyn's departure and the new Dean beginning. In the meantime, the Bishop has asked Canon Dorn to be the new priest-in-charge. He reminded the Vestry that honoraria are still appropriate if a guest priest comes in.

The Bishop outlined the procedure for actually calling the new Dean. After the Vestry votes, there will be a "call letter" issued by both him and the Vestry, which is a detailed letter that functions essentially as a legal letter of agreement. After the Dean is called, what comes next is a process of transitioning that person and their family to the Kansas City area, including physically moving them, finding them a home, schools, etc. He suggested the Vestry might not want to dump all of that on the Search Committee, but might instead consider some sort of transition committee or other group like what happens in a bishop search. This might be something the Executive Committee should decide on. There was a brief discussion about what has been done in this regard in the past, and how the Vestry best can handle this.

The Bishop suggested that the Vestry allow the new Dean to have a vacation in between his or her two calls. This is difficult and a lot of work on both ends, and the Bishop likened it to getting married.

b. Search update

Paula Henderson Connors presented an update on the Search Committee's process. The Search Committee has made one site visit to a candidate and is making another one this coming weekend. The Search Committee does not anticipate any further visits. It was reported that the two final candidates that they are considering

are such that a third would just be a warm body. The Bishop added that the Cathedral would be blessed to have two good candidates.

3. Executive session

The Vestry entered executive session at 6:40 p.m. The Vestry reentered open session at 8:18 p.m.

4. Approval of previous meeting's minutes

Jonathan Sternberg presented the minutes from the previous Vestry meeting on June 27, 2019, which due to his absence from that meeting kindly had been taken by Julie Toma, Cathedral Administrator. Donna Knoell moved to approve the minutes as printed. Jeff Johnson seconded the motion. The minutes were approved by unanimous voice vote.

5. Financial report

David Telep presented the June and July 2019 financial reports. It has been steady, with lower than average receipts but also lower than average expenditures, so it all has evened out. The Finance Committee has been working with Richard Wolf on how accounting is done to make the numbers more realistic.

In July, we met the pledge budget of \$31,000. Plate offerings were low by about \$6,000 and user fees were a bit low, but that was just due to lower parking user fees in the summertime. We wound up below budget by about \$12,000. But as far as expenses go, we came up lower by about \$31,000, so we wound up net above budget. Our \$19,500 diocesan contribution won't be deducted until August, though, so that will be shown as double-billed in the report.

Pledges year-to-date are down \$43,000 and plate is down about \$19,000, meaning total revenue is down \$63,000. But expenses (including utilities, education, music, parish life, and more) are down over \$100,000, so in total we're above budget. The operating funds are healthy.

We're beginning the process of 2020 budgeting. David is looking for volunteers to be on the Budget Committee and would welcome Vestry involvement.

The Downs Bequest is \$70,000, and it had explicit requirements. \$40,000 goes to vestments. \$21,000 goes to chapel repair. \$2,000 goes to the Saint John's Prints.

We'll have better visibility on that in the next budget report.

The remaining \$135,000 from the Beals Fund has been allowed by U.S. Trust to be put in an escrow fund for the continued upkeep of the windows. David also proposed a plaque to be put somewhere concerning the Beals' generosity.

The Finance Committee proposes changing the 40-40-20 split customary for unspecified bequests. They propose taking the "20" that currently goes to Vestry discretionarily and instead putting it back into the endowment funds. The Vestry tabled this discussion pending further research.

Jonathan Sternberg moved to accept the finance report. Jeff Johnson seconded the motion. The motion was approved by unanimous voice vote.

6. Playground repair funding update

Jeff Johnson recapped the playground repair funding drive. He reported \$3,220 so far in just five days. He detailed the further steps they're taking to promote this going forward.

7. Every Member Canvass plan

Paula Henderson Connors announced that Steve Moore has accepted the chair of this year's stewardship drive. Steve made remarks on his reasoning for doing so and his goals and methodology for the drive.

8. Other Business

Mother Evelyn gave some parting words and thanked the Vestry. The Vestry thanked her for her service and hard work for the Cathedral.

Adjourned at 9:00 p.m. The next regular meeting of the Vestry will be Thursday, September 26.

Minutes submitted by Jonathan Sternberg, Clerk of the Vestry